

MEETING MINUTES

November 15, 2007

GOVERNOR'S COMMITTEE FOR THE PURCHASE OF COMMODITIES AND SERVICES FROM THE HANDICAPPED

The meeting was called to order by Chairperson Penney Hall at 10:00 a.m., November 15, 2007 at the F. Ray Power Building, located at the West Virginia Division of Rehabilitation Services' office in Institute, West Virginia.

ATTENDANCE:

Committee: Penney Hall (Chairperson); Pete Cuffaro; Jan Smith; Lou Ann Summers for Brenda Morford; Carol Jarrett, Recording Secretary.

WVARF Staff: Glenn McEndree Chris Miller, Mike Turner, Phil Turner, Ashley Hackney

Absent: John Liller; Ron Price, Executive Secretary.

MOTION #1

Mr. Sullivan moved to accept the minutes as presented. Mr. Cuffaro seconded. Motion passed.

COMMITTEE CHAIR REPORT:

Ms. Hall said everyone should be aware the RFP for the central non-profit services was out. The mandatory pre-bid is November 27. The bid opening is December 19.

She reported she had attended a meeting at Jackson, Kelley Law Firm which is in the process of putting together a diversity academy in Charleston. They are looking at race, culture, disability, gender, religion and other diversity issues. She said once she got the applications for participation she will get them to the committee and to WVARF in case people are interested in participating in the first class.

EXECUTIVE SECRETARY REPORT:

\$3,533.77 – Annual Allocation

854.17 - Total Expenses

\$2,679.60 – Balance Remaining FY'08

EXECUTIVE DIRECTOR REPORT:

Mr. McEndree reported he had attended several DRS/CRP meetings throughout the state. With the closure of the Rehabilitation Center DRS is exploring services the CRP's can perform.

He said WVARF staff is working on completing the building audits. They are close to completing the audits so that the contracts can be renewed. The "low-hanging fruit" has been completed. What is left is scattered

throughout the state. Mr. P. Turner has completed some additional field reviews of CRPs. They are close to completing the first round of field reviews. This process has taken almost three years to complete and will start over again. The emphasis for the first phase has been to identify problem areas and offer technical assistance and training to the CRPs. An overview of their findings will be presented at the December meeting.

The Division of Highways has put the construction of new rest areas for I77 at Burnsville out to bid. The bids are due in December with work to start, weather permitting. This will mean layoffs for some of the workers. It is anticipated that destruction/construction will take about six months. Mr. McEndree said these workers will receive unemployment benefits since Precision Services got a ruling from the Unemployment Commission saying the workers were employees and not clients.

He reported a representative from BRIM did a presentation at the October WVARF meeting on risk management. Ideas on how to identify and reduce exposure to risk were discussed.

Finally, he reported an issue had arisen in regards to one customer saying she couldn't pay any of her janitorial contract bills because they expired in September. Even after explaining the contract had been extended until December 31, she still said she could not pay them. Ms. Hall said she would contact David Tincher, Director Purchasing Director, to seek help in resolving this issue.

CONTRACT PRESENTATIONS:

Mr. M. Turner presented four new contracts for the Committee to consider:

WV Workforce, Parkersburg – new janitorial contract within existing building. The 8 month FMP is \$8,877.84. SW Resources will be doing the work since they already are working in that building.

Office of Emergency Services, Big Chimney – 8 month FMP is \$1,570.56. Goodwill Industries of Kanawha Valley was the only CRP to express interest in the contract.

Retirement Board, Charleston -- 8 month FMP is \$36,900.48. They moved into a new building. Since a relationship already existed Goodwill Industries of Kanawha Valley will do the work.

State Treasurer, Charleston – moved into a new building on Quarrier Street. The contract is through General Services. 8 month FMP is \$3,815.28. Since a relationship already existed Goodwill Industries of Kanawha Valley will do the work.

MOTION #2

Mr. Sullivan moved to approve the 8 month FMP for all the new contracts. Mr. Cuffaro seconded. Motion passed.

MOTION #3

Mr. Sullivan moved to award the Emergency Services contract in Big Chimney to Goodwill of Kanawha Valley. Mr. Cuffaro seconded. Motion passed.

Mr. P. Turner reported there was a request from the Jackson County Development Center to add the following items to the wiping cloths statewide contract:

- 1) Huck cloths, the workshop cost is \$31.91 per package of 50, with the FMP being \$33.29, which included the CNA fee.
- 2) Premium Microfiber cloths. The workshop cost is \$72.94 per package of 25, with the FMP being \$76.06. this includes the CNA fee.
- 3) Standard Microfiber cloths. The workshop cost is \$27.80 per package of 25, with the FMP being \$28.99 including the CNA fee.

After reviewing the documentation provided by JCDC on prices from other entities the following occurred:

MOTION #4

Mr. Sullivan moved to add Huck Cloths, Premium Microfiber Cloths, and Standard Microfiber Cloths to the Statewide contract. Ms. Smith seconded. Motion passed.

Next, Mr. P. Turner presented a request to add 3 arm gowns, large and extra large; 6' x 8' water hog mats; 5' x 8' walk off mats; black apron; and a 4' x 8' walk off mats to the laundry contract. These items would be added to both the rental and replacement costs of the contract.

MOTION #5

Ms. Smith moved to approve addition of both rental and replacement cost of these items to the laundry contract. Mr. Sullivan seconded. Motion passed.

CONTRACT COMPLAINTS:

Mr. P. Turner said Prestera has a backup supply of water in stock as well as their own coolers. They are current on all their contracts now.

He said there continues to be a problem at the DHHR building in Kingwood. He said the CRP indicated they may be interested in giving up that contract. If they do so an RFI will be released to see if another CRP is interested in the contract.

He reported there was a complaint from the DHHR in Logan about the liquid soap. They were having leakage problems but it was discovered they received this soap prior to the leaking problem being fixed. The Sheltered Workshop of Nicholas County replaced them with newer bags.

OLD BUSINESS:

Mr. M. Turner reported the desk reviews have been completed. There is one field review left. A report will be furnished to the Committee once all of the field reviews are completed.

A second draft of the annual report was given to the Committee. Ms. Hall asked the Committee to review the draft and let Ms. Hackney know of any changes or corrections that need to be made by November 30. A final copy of the report should be ready for review and approval at the December meeting.

The first quarter activity/ratio report was distributed. After review of the report it was noted that there were no statistics for Green Acres, however, they have the state water contract. The committee asked if the workers on the laundry contract were included. WVARF staff was not sure and said they would check. An updated report is to be provided to the Committee in December.

FINANCIAL REPORT:

Mr. Miller reported the over 60 days account receivables were 15.17% of the total receivables as of November 11, 2007. Since the report was prepared all the over 60 day accounts had been paid except for Armory Board, and DNR Beckley-Temp. All the others were either paid or in the system to be paid.

Ms. Hall did not distribute a profit report because some of the accounts on the income statement had not been reconciled for the month.

NEW BUSINESS:

The Committee approved the following meeting schedule for 2008:

January 17

February 21

March 20

April 17

May 15

June 19

July 17

August 21

September 18

October 16

November 20

December 11

Ms. Hall said she would like the Committee to visit some of the CRP's next year. She said the may want to go to Braxton County to Precision services in March and than in May maybe go to Hancock County to see the laundry operation.

Ms. Hall reported the subcommittee on the FMP rules has not yet met. She also said at the December meeting she wanted to appoint a standardization committee consisting of Committee members, CRP's, General Services and possibly representatives from DHHR and DOH.

MOTION #6

Mr. Sullivan moved to adjourn.